

On-Campus Employment Steps for International Students

ALL STEPS MUST BE COMPLETED

1. Must be **enrolled full time** at UCSC (8 units for Graduate students and 12 units for undergraduate students).
2. New students must **attend the international student orientation** and submit copies of documents to **verify legal status** (I-20 or DS-2019 issued by UCSC, passport, visa, I-94)
3. Must **update local residential address** using the student portal. Go To <http://my.ucsc.edu>. The address can **not** be a P.O. Box and it can **not** be the department address.
4. Obtain an **Employment Letter** from your campus employer/hiring supervisor. Bring this letter to the International Adviser at the International Scholar and Student Services (ISSS) office. The following information should be included in this letter:
 1. Employer name and department
 2. Number of hours per week to be worked
 3. Employment begin and end date
5. Must be **registered in the SEVIS database**. The ISSS office will register students' SEVIS record after ISSS verifies full time enrollment, submission of visa documents and residential address. J1 students will be issued a Letter of Authorization to work.

IF YOU DO NOT HAVE A SOCIAL SECURITY NUMBER, PLEASE FOLLOW STEPS 6-8

6. Obtain the **Social Security Letter** from the ISSS Office. Only ISSS Advisers at UCSC can write this letter after receipt of the Employment offer Letter. The Social Security letter certifies that students are enrolled full time and hold a valid visa status. Students can only obtain the letter after the first 4 steps have been completed, and **if the employment start date is within 30 days or less**.
7. Bring the following **documents** to the Social Security Office:
 - Original I-20 or DS-2019 issued by UCSC
 - Passport with I-94 and Visa
 - Original Social Security Letter from ISSSYou will be required to fill out an **application** for the Social Security Card. The card will be mailed to your local residential address.

Social Security Administration Office: 169 Walnut Avenue, Santa Cruz (Telephone 426-8111)
8. In two days, the student may call the social security office to request their new social security number. The card will be sent to the student in ten days. However, only the social security *number* is required to complete the hiring process at UCSC.
9. Once you have a **social security number**, bring the following documents to the Career Center to complete payroll sign-up forms and receive a **blue card**:
 - Original I-20 or DS-2019 issued by UCSC
 - Original passport with I-94 and Visa
 - Students with a J1 visa must present Letter of Authorization from the ISSS office (see step 5)
10. Career Center will enter you in the GLACIER on-line tax system and give you a user name and password. Log in, complete the required information, print and sign the resulting forms and give to the Career Center payroll representative. This completes the payroll sign-up process.